

## **TERMS AND CONDITIONS**

### **DECORATIONS AND DELIVERIES**

1. Any amendment to a balloon decoration/delivery must be notified to us in writing, 10 clear working days prior to event. Late notification may result in the changes required not being carried out. We will not be held liable because of this.
2. Balloon decoration/delivery is purely for decorative purposes only. We will not be held liable for any accidents of injuries occurred by the misuse of balloons
3. We are not liable for any discrepancies or damage caused by balloons once decoration/delivery is completed.
4. We reserve the right to refuse to decorate/deliver if on the date of supply use of helium or attachments to walls or ceilings is required by us, but is disallowed by the venue, therefore this will be classified as a cancellation.
5. We are not liable for any de rigging of a balloon decor or collection of equipment unless stated otherwise.
6. We reserve the right to refuse full or part of a balloon decoration if on the day of supply stated requirements are not met, i.e. use of ladders/tables not laid. Therefore this will be classified as a full or part cancellation.
7. We will not be held liable in the case of fire caused by the use of candles used in centrepieces, by ribbons being caught alight.
8. We reserve the right to leave any balloon decoration/delivery address if there is no access available at the time stated, therefore this will be classified as a cancellation.
9. We reserve the right to take photographs of all our balloon decorations/deliveries to be used as a form of advertisement for future occasions.
10. All children under 8 years of age must be supervised when using balloons, discard broken balloons immediately

### **PRINTING**

1. Any amendments to orders must be done so 10 clear working days prior to delivery or collection date.
2. We hold no liability for any discrepancy to balloons once delivery/collection has been made.
3. We reserve the right to void any order due to circumstances beyond our control, i.e. mechanical problems. strikes etc., in which a full reimbursement will be made. Liabilities will not be held against us because of this.
4. All balloons will be printed one side in black ink unless stated otherwise.

### **HIRING GAS CYLINDERS / AIR MACHINE**

1. We hold no liability for the misuse of helium gas cylinders. Helium will only be supplied on the condition that it is for the inflation for balloons only.
2. All cylinder balloon inflation quantities quoted are estimated guides only. We will not be held liable due to the cylinder not meeting the exact quantity quoted.
3. We are not liable for any discrepancies to balloons supplied by us for use of the gas cylinders.
4. All hired equipment remains the property of Balloons of London Ltd and we reserve the right to take back the equipment at any time if a contract is broken.
5. Health and safety guide applies.

### **PAYMENT TERMS**

1. 25% deposit confirms all orders unless stated otherwise.
2. Full payment is required 10 days prior date of supply unless stated otherwise.
3. Payments by cheque shall be deemed not to have been made, until we have received cleared funds for the full amount required.
4. Overdue payments may be classified as a cancellation at the managers discretion and therefore all deposit Monies paid to us will be non refundable.
5. Cancellations will result in loss of any deposit monies paid. Cancelled orders with late written notice may result in any outstanding monies to be paid in full.
6. Holding deposits on equipment will be withheld until additional monies owed have been paid, due to equipment being returned damaged or past a specified time or date.
7. Balloons of London reserve the right to charge interest on overdue payments at a rate of 18% per annum.
8. All cheques are to be made payable to Balloons of London Ltd.

### **HEALTH AND SAFETY GUIDE**

1. Helium gas is not poisonous, be advised that it is not recommended for human consumption.
2. Always inflate balloons away from you. Discard broken balloons immediately
3. Always use cylinders in an upright position, cylinder trolleys are recommended when using gas cylinders to make transporting easier, and as a firm support when inflating.
4. When removing gas valve from cylinder, first turn off the valve, then release excess gas, before taking off.
5. When transporting a cylinder in a vehicle, ensure that the cylinder gas is turned off and with gas valve unattached.

Equipment	Add: 1 Days Hire
Base Plate	£ 2.00
Air Machine	£ 2.00
Gas Cylinder & Trolley	£ 1.00

Note. Equipment returned after specified time will be classified an additional 1 days hire.